

Technical Branch  
Sub-Professional Engineering and Planning Group  
Housing Services Series

**HOUSING CONSTRUCTION SPECIALIST**  
Unclassified Service  
05/00 (REB)

### *Summary*

Under general supervision, perform structural inspections, prepare building and materials specifications, and oversee renovation or building projects which receive fiscal support through Community Development.

### *Typical Duties*

Conduct pre-project assessments to define scope of work for possible rehabilitation or replacement of designated residential and non-residential buildings. Involves: inspecting for violations of roofing, electrical, plumbing, mechanical and fire codes; determining degree of structural integrity of domicile and other edifices, accessibility to elderly or handicapped persons, compliance with Americans with Disabilities Act (ADA), and energy conservation and property set-back regulations; measuring property lines and dwelling dimensions; sketching property and annotating deficiencies and violations; photographing building and property prior to construction work; studying feasibility of home replacement projects; conferring with property owners to advise them of preliminary findings and reconcile their goals with project protocols and funding limits; inspecting completed and in-progress construction projects of potential City contractors, including reviewing satisfaction of clients, quality of work and adherence to safety regulations and building codes; maintaining awareness of changes in building trades technology and codes.

Design, draft, review and finalize plans for construction. Involves: laying out new, changed or existing floor plans and specifications for proposed building rehabilitation or new construction to assure compliance with City building codes, fire egress and energy conservation standards, ADA, HUD, Texas Historical Commission and Historic Landmark Commission rules and regulations; generating and fully annotating computer design drawings; explaining draft project plans and agreeing on technical specifications with property owners; preparing itemized cost estimate; preparing plans for bid packages; arranging pre-bid meetings for potential bidders to assess project; facilitating amendments to contracts as needed and authorized; resolving differences between recommendations of physical therapists, and state and local historic preservation officials with project restrictions to establish mutually acceptable specifications; reviewing plans submitted by approved architectural firms for multiple unit dwellings for compliance with pertinent criteria.

Oversee construction projects. Involves: scheduling and facilitating pre-construction meetings with contractors and building owners to agree on planned construction; visiting work sites, on a scheduled or unscheduled basis, to ensure property owners and contractors adhere to City building codes, safety regulations, and approved specifications, including necessary change orders; ensuring quality control of the construction process; issuing blue tag tickets to non-compliant contractors; reviewing final stage of construction prior to review by City inspectors and drafting pre-final inspection documents; assisting owners or authorized representatives during construction or rehabilitation as necessary and appropriate by explaining relevant aspects of the housing program, mediating disputes between property owners and contractors within authorized limits, or facilitating communication with other City employees; responding to warranty compliance calls about defective conditions of construction financed through program; inspecting site to diagnose problems such as equipment failure or construction defects; contacting contractors to arrange on-site visit and order repairs necessary to ensure compliance with terms of original contract and warranties; performing periodic follow up inspections of designated buildings to ensure continued compliance with rental housing quality standards by investors.

Perform related incidental duties contributing to the realization of unit or team objectives as required. Includes: substituting for supervisor or coworkers as qualified and within authorized limits by carrying out specified functions to maintain continuity of ordinary operations, if delegated; providing designated support for projects or activities overseen by higher graded non-supervisory personnel as instructed; explaining and demonstrating work performed to assist supervisor in orienting and training less knowledgeable employees; engaging in assignments pertaining to functions of other positions for training purposes under close supervision; logging activities, and preparing and submitting recurring or special status reports; keeping tools, equipment and work area orderly, safe and clean.

### *Minimum Qualifications*

**Training and Experience:** Graduation from high school or GED plus five (5) years experience in the building trades, including at least two (2) years which included regular or frequent direct customer contact; or an equivalent combination of training and experience.

Knowledge, Skills and Abilities: Good knowledge of: structural systems principles; building codes and related regulations; building trades methods and materials; business English; conversational Spanish. Some knowledge of: cost estimating; customer service techniques; floor plan drafting practices.

Ability to: communicate clearly and persuasively to elicit cooperation or concurrence of parties to housing projects such as when resolving conflicts and conducting interviews; interpret, explain and firmly enforce adherence to building plans, specifications and regulations; maintain effective working relationships with property owners or their representatives, tenants, contractors or their staffs, regulatory agencies, members of the public, fellow employees and City officials.

Skill in safe operation and care of: personal computer or network workstation and generic business productivity and specialized drafting software comparable to that installed; standard office equipment; motor vehicle.

Physical Effort & Work Environment: Frequent: moving over uneven construction site terrain which includes climbing stairs and ladders; exposure to varying weather conditions and construction site hazards; driving through city traffic. Occasional: exposure to unsanitary housing conditions.

Licenses & Certificates: Texas Class "C" Driver's License or equivalent from another state by date of appointment.

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Director of Personnel

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Department Head

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